


TO: BOARD OF DIRECTORS
REVIEWED: MARIO IGLESIAS
GENERAL MANAGER 
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: MARCH 3, 2023

**AGENDA ITEM
E-3
MARCH 8, 2023**

**AUTHORIZE TASK ORDER WITH WALLACE GROUP FOR
PREPARATION OF 2023
SANITARY SEWER MANAGEMENT PLAN UPDATE**

ITEM

Authorize Task Order for preparation of 2023 Sanitary Sewer Management Plan Update with Wallace Group in the amount of \$26,150 and authorize budget adjustment to FY 22-23 Budget, Fund #130, Town Sewer, and Fund #150, Blacklake Sewer, in the amount of \$26,150 [RECOMMEND ADOPT RESOLUTION].

BACKGROUND

The State Water Resources Control Board (SWRCB) established Statewide General Wastewater Discharge Requirements (GWDR) for Sanitary Sewer Systems, Orders No. 2006 0003-DWQ and revised Monitoring and Reporting Program WQ 2013-0058-EXEC, which required all public entities that own or operate sanitary sewer systems greater than one mile in length in California to create, implement, and maintain a Sanitary Sewer Management Plan (SSMP). WDR Order No. 2006-0003-DWQ requires all agencies to develop, update and Audit their SSMP.

The Nipomo Community Services District, as sewer service provider, is subject to the requirements. The current SSMP was adopted by the District Board of Directors on April 14, 2010 and an audit was completed on January 9, 2013. The 2013 SSMP Audit was prepared by Wallace Group.

On December 6, 2022, the SWRCB adopted Order WQ 2022-0103-DWQ. WDR Order No. 2022-0103-DWQ which requires existing enrollees to complete certain task by June 5, 2023:

- Enroll for continuation of regulatory coverage
- Upload SSMP
- Develop a Spill Emergency Response Plan
- Submit an electronic Sanitary Sewer System Service Area Boundary Map
- Submit an Annual Report
- Perform an SSMP Audit every 3 years
- Update the SSMP every 6 years or as needed

Staff requested that Wallace Group provide a proposal for preparation of the 2023 SSMP Update. Wallace Group submitted the attached proposal to perform the work for a not to exceed amount of \$26,150. In accordance with the District's Purchasing Policy, Wallace

Group is uniquely knowledgeable and qualified because similar/related services have been previously provided to the District.

FISCAL IMPACT

Sufficient reserves are available to provide funding for the budget adjustment for the FY 22-23 budget, Fund #130, Town Sewer, and Fund #150, Blacklake Sewer, in the amount of \$26,150, for the project.

STRATEGIC PLAN

Goal 2. FACILITIES THAT ARE RELIABLE, ENVIRONMENTALLY SENSIBLE AND EFFICIENT

Plan, provide for and maintain District facilities and other physical assets to achieve reliable, environmentally sensible, and efficient District operations.

B.1 NCSD shall maintain long-range infrastructure management, upgrade and replacement planning.

Goal 5. OPERATIONS. Maintain a proactive program to ensure readiness of systems and cost-effectiveness of operations.

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, adopt the resolution authorizing staff to execute a Task Order for the 2023 Sanitary Sewer Management Plan Update with Wallace Group in the amount of \$26,150 and authorizing a budget adjustment to the FY 22-23 Budget, Fund #130, Town Sewer, and Fund #150, Blacklake Sewer, in the amount of \$26,150.

ATTACHMENTS

A. Resolution 2023-16XX, 2023 SSMP Update

MARCH 8, 2023

ITEM E-3

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2023-16XX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE NIPOMO COMMUNITY SERVICES DISTRICT
AUTHORIZING TASK ORDER WITH WALLACE GROUP FOR PREPARATION OF 2023 SEWER
SYSTEM MANAGEMENT PLAN UPDATE AND AMENDING FY 2022/23 BUDGET**

WHEREAS, the Nipomo Community Services District, as a sewer service provider, is subject to the regulations of the State Water Resources Control Board (SWRCB); and

WHEREAS, on December 6, 2022, the SWRCB adopted Order WQ 2022-0103-DWQ that includes additional Sewer System Management Plan (SSMP) Requirements; and

WHEREAS, the Wallace Group provided the District with a proposal in the amount of \$26,150 to prepare the required update of the District's SSMP; and

WHEREAS, in accordance with the District's Purchasing Policy, Wallace Group is uniquely knowledgeable and qualified because similar/related services have been previously provided to the District; and

WHEREAS, the District's existing FY 22-23 budget, Fund #130, Town Sewer, and Fund #150, Blacklake Sewer, does not include funding for the SSMP update; and

WHEREAS, a budget amendment is required to provide funding for the SSMP update.

NOW, THEREFORE, the Board of Directors of the Nipomo Community Services District does hereby resolve, declare, determine and order as follows:

- 1) The above recitals are true and correct.
- 2) The Board of Directors does hereby authorize a budget adjustment to the FY 22-23 Budget, Fund #130, Town Sewer, and Fund #150, Blacklake Sewer, in the amount of \$26,150.
- 3) The Board of Directors does hereby authorize staff to execute a Task Order for the 2023 SSMP update with Wallace Group in the amount of \$26,150.

On the motion of Director _____, seconded by Director _____, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

CONFLICTS:

The foregoing resolution is hereby adopted this 8th day of March 2023.

RICHARD MALVAROSE
President, Board of Directors

ATTEST:

APPROVED AS TO FORM
AND LEGAL EFFECT:

MARIO IGLESIAS
General Manager and Secretary to the Board

CRAIG STEELE
District Legal Counsel

TO: BOARD OF DIRECTORS
 FROM: MARIO IGLESIAS
 GENERAL MANAGER
 DATE: March 3, 2023



**AGENDA ITEM
 F
 MARCH 8, 2023**

GENERAL MANAGER'S REPORT

ITEM

Standing report to your Honorable Board -- *Period covered by this report is February 19, 2023 through March 4, 2023.*

DISTRICT BUSINESS

Administrative

The District encourages residents to provide reports of any observed water waste. The District also keeps an accounting of leak adjustments as a measure of non-revenue water lost to leaks, as well as tracking late fee waivers. The table below provides February data which, at this point in the year is the same as Calendar Year-to-date data for these items.

OFFICE ACTIVITIES

	Feb 23	Jan 23 - Feb 23
Reports of Water Waste	0	0
Leak Adjustments	3	3
Leak Adjustment Amount	\$387	\$387
Late Fee Waivers	16	24
Late Fee Waiver Adjustment Amount	\$2,795*	\$2,936

*SLO County Late fee waiver amount \$2,100

Water Resources

For the first eight months of the 2022-23 Fiscal Year, the District's total combined production, including groundwater production wells and supplemental water imported through the Joshua Road Pump Station, registered 1,163 AF. As has been the trend of late, imported water through the Joshua Road Pump Station was greater than the groundwater production. This trend will continue through the year as the District strives to maintain the 50% groundwater reduction goal.

Table 1. Total Production Acre Feet (AF)

	Feb - 23	Jul 22 - Feb 23
Groundwater Production	20.4	411.5
Supplemental Water Imported	<u>70.2</u>	<u>751.5</u>
Total Production	90.6	1,163.0

NCSD GW Reduction

The District's purveyor customers, Golden State Water Company and Woodlands Mutual Water Company, each are responsible for 16.66% (cumulatively 33.33%) of the imported water NCSD brings onto the basin through the NSW. Of the 1,000 AF minimum imported water from the City of Santa Maria, 333 AF or 33.33% of the total imported water – whichever is greater – will be credited to these two purveyor customers. The credited amount must be added to the District's groundwater pumping total every month to reflect the groundwater pumped by these customers in-lieu of taking imported water from the District. Table 2 captures this data.

Table 2. NCSD GW Production (NCSD GW Well Production plus Purveyor Credit)

	Feb - 23	Jul 21 – Feb 23
NCSD GW Well Production	20.4	411.5
Purveyor Customer Credit (33.3% of Import Water)	23.4	250.4
NCSD Total Calculated GW Production	43.8	661.9
Average GW Production for 2009-2013	122.0	1,648.7
NCSD Percentage of GW Reduction	64%	60%

2022 Fiscal Year Groundwater Pumping Forecast

Table 3 projects the District's groundwater pumping reduction for the 2022-23 Fiscal Year. Under the current Stage 4 of the NMMA Water Shortage Response Stages, the District's targeted groundwater pumping reduction goal is to pump no more than 1,266 AFY (50% of 2009-2013 average District GW Pumping). The eight months of fiscal year 2022-23 actual – July through February – are combined with historic production from March 2022 through June 2022 to provide a projected estimate year end status.

Table 3. Projected Groundwater Pumping

	Feb-22	Year-to-Date	Target	Over/(Under)	
		Jul-Jun 2023			
NCSD GW Well Production	20.4	717.5			
Purveyor Customer Credit (33.3% of Import Water)	23.4	377.5			
NCSD Total Calculated GW Production	43.8	1,094.9	1,266.7	172	AcFt
Average GW Production for 2009-2013	122.0	2,533.4	2,533.4		
NCSD Percentage of GW Reduction	64%	56.8%	50.0%		

As demonstrated in Table 3 above, the District will achieved its 50% groundwater pumping reduction target by 172 AcFt under the conditions stated in the previous paragraph.

Below, Table 4 compares groundwater pumping for the same periods in 2023 and 2022.

Table 4. FY 2023 vs. FY 2022 Groundwater Pumping

	Feb-23	Jul 22 - Feb 23	Feb-22	Jul 21 - Feb 22
	NCSD GW Well Production	20.4	411.5	61.8
Purveyor Customer Credit (33.3% of Import Water)	23.4	250.4	25.5	239.6
NCSD Total Calculated GW Production	43.8	661.9	87.3	616.3
Average GW Production for 2009-2013	122.0	1,648.7	122.0	1,648.7
NCSD Percentage of GW Reduction	64.1%	59.9%	28.4%	62.6%

Table 4 view of the data provides operations personnel with insight into year-end water production values and assists in their efforts to balance import and groundwater production with the purpose of reducing groundwater pumping to meet the self-imposed 50% pumping groundwater reduction – the current stage IV objective.

Rainfall Gauge

(Reported in inches)	Nipomo East (Dana Hills Reservoirs)	Nipomo South (Southland Plant)
Feb. 2023 Total	5.68	4.47
July-2022 through Feb-2023 (Season Total)	26.47	19.99
Mar 1, through Mar 3, 2023	.09	.11
Total Rainfall to date	26.56	20.10
County Reported Avg. Ann. Year Rainfall ¹	18.00	14.00
2006 - 2020 Avg. Ann. Year Rainfall ¹	15.39	13.30
2006 - 2020 Median Ann. Rainfall ¹	12.64	11.30

Note:

1. Data from County website

Connection Report

Nipomo Community Services District
Water and Sewer Connections

END OF MONTH REPORT

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Water Connections (Total)	4506	4509										
Sewer Town connections (1)	2738	2742										
Sewer Blacklake connections	559	559										
Subtotal	3297	3301	0	0	0	0	0	0	0	0	0	0
Galaxy and PSSH at Orchard and Division Sewer connections billed to the County	484	484										
Sewer Connections (Total)	3781	3785	0	0	0	0	0	0	0	0	0	0
New Water Connections	0	2	0	0	0	0	0	0	0	0	0	0
New Sewer Connection	0	4	0	0	0	0	0	0	0	0	0	0
New Sewer Connection-Galaxy and PSH	0	0	0	0	0	0	0	0	0	0	0	0

The Connection Report as of March 3, 2023

Supplemental Water Capacity Accounting
Summary Since January 25, 2008

	Number of Equivalent Meters	AFY
Supplemental Water Available for Allocation	947	500.0
Supplemental Water Reserved (Will Serve Letter Issued)	149	-78.1
Subtotal Net Supplemental Water Available for Allocation	798	421.9
Supplemental Water Assigned (Intent-to-Serve Issued)	185.6	-98.0
Total Remaining Supplemental Water Available for Allocation	612	323.9

Updated March 3, 2023

Safety Program

CPR Training for Staff – March 1st and 2nd

No Reportable Safety Issues

All-Staff Quarterly Safety Meeting Scheduled for March 24, 2023

Other Items

- COVID19 NCSD Response Plan Update [Attachment A] (change – end of program)
- Dana Reserve – Schedule [Attachment B] (no change)
- County DESAL Committee Meetings [Attachment C] (no change)

Meetings (February 19 through March 4)

Meetings Attended (telephonically or in person):

- Feb 20, Holiday
- Feb 21, Staff Mtg. - Admin Supervisor Mtg.
- Feb 21, NCSD Management Team
- Feb 21, NCSD Eng/Admin Weekly Meeting
- Feb 21, NCSD Administration Committee Meeting
- Feb 22, Rotary
- Feb 22, NCSD Regular Board Meeting
- Feb 22, After-Board Exec. Team Meeting
- Feb 23, NMMA-TG Manager's Meeting
- Feb 23, NMMA-TG Meeting
- Feb 24, Staff Mtg. - Cust. Service Specialist
- Feb 24, Customer Annexation Discussion – Pomeroy
- Feb 27, Staff Mtg. - Admin Supervisor Mtg.
- Feb 27, SCAC
- Feb 28, Staff Finance Meeting w/ Econnect
- Feb 28, NCSD Board Officer Meeting
- Feb 29, Rotary
- Feb 29, CSD General Manager's Meeting
- Mar 1, Staff CPR Training
- Mar 2, MKN Eng. – SWP Delivery Analysis
- Mar 3, Staff Mtg. - Cust. Service Specialist

Meetings Scheduled (March 5 through March 11):

Upcoming Meetings (telephonically or in person):

- Mar 6, Staff Mtg. - Admin Supervisor Mtg.
- Mar 6, SCAD
- Mar 7, NCSD Eng/Admin Weekly Meeting
- Mar 8, Rotary
- Mar 8, NCSD Regular Board Meeting
- Mar 8, After-Board Exec. Team Meeting
- Mar 10, Staff Mtg. - Cust. Service Specialist

Upcoming Water Resource and Other Meetings

Upcoming Standing Meetings:

- *NMMA-TG: March 24th (Thursday) @ 10:00 AM, Zoom Meeting*
- *RWVG: No Meeting Scheduled for November*
- *WRAC: March 1st (Wednesday) @ 1:30 pm, County Library*
- *NMMA Manager's Meeting: March 23rd (Thursday) @ 10:00 AM, Zoom Meeting*
- *NCSD Board Officer Meeting: February 28th (Tuesday) @ 4:30 pm, NCSD Board Rm.*

RECOMMENDATION

Staff seeks direction and input from your Board

ATTACHMENTS

- A. COVID19 - NCSD Response Plan (Updated)
- B. Dana Reserve Schedule (Updated)
- C. Desal Meeting Schedule

MARCH 8, 2023

ITEM F

ATTACHMENT A

Date: March 8, 2023 Board Meeting
Response Activities to COVID19 Health Emergency
Prepared by: Mario Iglesias, General Manager

DISTRICT RESPONSE TO COVID-19, Updated March 3, 2023

New Actions

California Governor end COVID19 Emergency Declaration: February 28, 2023

Ending of General Manager COVID-19 Updates

Personnel on Quarantine (No Change)

Office Personnel: 0

Operational Personnel: 0

Vaccine Update: No Change

Ongoing Actions

1. Testing available for Employees to test (Voluntary)
2. Following SLO Co. Masking guidelines (Voluntary)
3. Following Cal/OSHA guidelines

Previous Actions

1. For the Month of September, District Staff Tested 44 times (all negative results)
2. Mask Mandate Requirement Update – As of September 1, 2021, masks must be worn indoors at public facilities.
3. COVID19 Rapid Test Kits secured from SLO County at no cost to provide weekly work-place testing.
4. NCSB Board Passes Resolution Declaring Emergency in District [Res. 2020-1550, Mar. 24, 2020]
5. Admin Office Closed to the Public
 - a. Meetings are virtual – Conference Calls
6. Discontinued: Split staff into two teams
 - a. See schedule on Response Plan
7. Received directions for FEMA Public Assistance – Cost Tracking Guidance
8. Governor's Executive Order – No Water Turn-offs
 - a. District instituted this policy as well as a No Late Fee – No Penalty Fees
9. Wipe-down between shifts
10. Each operator in separate designated vehicle.
11. Received additional PPE. Administration Staff will be on normal schedule 8-4:30 starting Monday May 18th
12. Operations Staff are on normal 7:00 am to 3:30 pm work schedule as of Monday, May 4th. County opened up construction sites.
13. Expanded Customer Service Work to include site visits for investigations (high bills, meter issues) week of May 11
14. Trailers for quarantine have been returned – May 1
15. District to begin wastewater sampling in conjunction with County effort to determine presence of COVID19 in communities – May 11
16. Temporary Admin Support Workers brought back to Office (Provider incentivized due to PPP Funds) – June 1

Date: March 8, 2023 Board Meeting
Response Activities to COVID19 Health Emergency
Prepared by: Mario Iglesias, General Manager

17. Lobby Modifications: Glass is equipped with speaker plates to allow the communication between customer and clerk without opening the sliding window.
18. Board Meetings open to the public.
19. County Offices Continued Closed with Appointments provided to some departments as needed.
20. June 18, 2020, Governor Order issued requiring face masks be worn in public places. District management purchased disposable face masks for staff, Board Members, and any public that attends District Board Meetings and lack a face mask.
21. The customer counter window modifications at the office are completed.
22. Capital Improvement Projects continue to be impacted and schedules for completion continue to be pushed back due to material delivery delays.
23. Administrative Office open to public – April 19, 2021
24. Mask Mandate in SLO County (reinstated on September 1st) will be lifted when:
 - a. The county reaches the yellow, “moderate” level of COVID-19 community transmission, as defined by the Centers for Disease Control and Prevention (CDC), and stay there for at least 10 days, and
 - b. Public Health Officer Dr. Penny Borenstein determines that COVID-19 hospitalizations are low and stable and area hospitals are able to meet the needs of patients.
25. County Health provided COVID19 Rapid Test that will get us through January 2022. NCSO requesting additional tests for February and March. The District has sufficient tests to sustain routine testing practices through January 2022.
26. February 16, 2022, Indoor Mask Mandate Lifted in San Luis Obispo County for vaccinated individuals.

Mask Mandate Status:

- Effective March 1, 2022, the requirement that unvaccinated individuals mask in indoor public settings will move to a strong recommendation that all persons, regardless of vaccine status, continue indoor masking.
- Universal masking shall remain required in specified high-risk settings.
- After March 11, 2022, the universal masking requirement for K-12 and Childcare settings will terminate. CDPH strongly recommends that individuals in these settings continue to mask in indoor settings when the universal masking requirement lifts.

September 23, 2023: Masks in California are required when:

Taking effect Friday (September 23, 2022) is the end of state-ordered mandatory masking in jails and prisons, homeless shelters, and emergency and cooling centers located in counties with a low COVID-19 community level, as defined by the U.S. Centers for Disease Control and Prevention.

October 2022: COVID-19 State of Emergency will end on February

Governor Gavin Newsom announced that the COVID-19 State of Emergency will end on February 28, 2023. It is anticipated that San Luis Obispo County will follow suite shortly thereafter, and that would provide a setting for the Nipomo Community Services District to end its Emergency Declaration issued in Resolution 2020-1550.

January 25, 2023: Nipomo CSD Wastewater Data on County Website

MARCH 8, 2023

ITEM F

ATTACHMENT B

DANA RESERVE REVIEW SCHEDULE (AS OF 3/3/2023)

Status Update: Added Planning Commission Meeting in Q-1 2023

Date	Description	Comment
April 24, 2022	NCSD Review "Utility" Section of EIR	
June 16, 2022	Release of EIR	Extended from May 16, 2022
July 14, 2022	SLO County Planning Comm. Study Session	Zoom Meeting
July 21, 2022	LAFCO Study Session	County Lead Agency (9:00 am)
Aug. 1, 2022 ¹	Close Public Comment - DEIR	Was June 20, 2022 (Mario on Vaca)
Sept. 2022	Consider Ad-hoc Comm. (Annexation Agr.)	Establish January 2023
Nov. 17, 2022	NOTICE OF PETITION OF APPLICATION FOR ANNEXATION #30 DANA RESERVE ¹	60 Day Letter
Jan. 9, 2023	Ad-hoc Com. – Response to Notice of Petition	Prepare for Jan. 11 th Board Mtg.
Q-1 2023	County Planning Commission	At least one meeting
Q-1 2023	County Board of Supervisors	Accept EIR
Q-1 2023	LAFCO Inquiry of NCSD (Service Provisions) ²	
Q-2 2023	NCSD Board	Annexation Application
Q-2 2023	LAFCO Review	

The above schedule is suggested and drawn from conversations with staff from the County, LAFCO, and the Developer. This schedule is a rough outline and is subject to change over time.

Notes:

1. NCSD Staff will provided a staff report at the January 11th Board Meeting that provided the Board of Directors with more information and possible actions.
2. Developer shifted to an annexation process that focuses first on LAFCO application and second the District's application process. Under this format, LAFCO will be the agency that coordinates communication between the Developer and NCSD.

Developer mailed letter September 20, 2022 to residents in Nipomo directing their attention to District website and the three reports addressing utilities – focus on explaining water situation.

RWG submitted comments on the Dana Reserve Specific Plan DEIR, August 1, 2022, to the County of San Luis Obispo supervision planner, Jennifer Guetschow.

Phasing Plan Schedule – Defines the fee schedule for the development. (May slip do to key NCSD staff shortage)

Administrative Draft Final Report	Friday, February 3, 2023
District Comments on Admin Draft Final Report	Friday, March 3, 2023
Draft Final Report	Friday, March 24, 2023
District Board Presentation	Wednesday, April 12, 2023
Final Report	Friday, May 5, 2023

MARCH 8, 2023

ITEM F

ATTACHMENT C

Update: March 3, 2023

Mario Iglesias

County Water Action Team (CWAT)

County DESAL Meetings

Date	Speaker	Item/Issue/discipline	Company
1/10/2023	Dmitry Semenov	Financing Projects	Ridgeline Municipal Strategies, LLC
1/12/2023	Eric Miller	Fisheries Biologist	Miller Marin Science Consultants
1/17/2023	Did Not Attend		
1/19/2023	Tim Hogan	Biologist	TWB Environmental Research Consulting
2/6/2023	Rob Morrow	Engineering/Planning Team	WSC Inc. (Local Group)
2/7/2023	Did Not Attend		
2/7/2023	Lydia	Planning and Feasibility	Carollo Engineering
2/9/2023	Larry Kraemer	Engineering Firm	Cannon Eng.
2/9/2023	Daniel Heimel	Program Management/Engineering Services	Confluence Engineering Solutions